

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 10-175

POSITION TITLE/NUMBER: Human Resources Specialist (Military), 10-175, (PD No.: D1622000)

GRADE/PAY: GS-0201-09 \$47,448.00 - \$61,678.00 per annum

DUTY LOCATION: 192nd FSF, Langley AFB, Hampton, VA

OPENING DATE: 30 September 2010 **CLOSING DATE:** 29 October 2010 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified enlisted personnel currently employed (permanent) in the Virginia Air National Guard Military Technician Program.

GROUP II - All qualified Army and Air National Enlisted Personnel, regardless of employment status (Traditional or Military Technician, or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, or during, the advertisement period.

GROUP III - Individuals eligible for membership in the Virginia National Guard.

MILITARY ASSIGNMENT: This position is supervised by a MAJ/04. Grade inversion will not be authorized. Compatible AFSC: 3S0XX

POINT OF CONTACT: MAJ Mark Widener, (757) 764-5158

SELECTING OFFICIAL: Col Mark A. McCauley, 192nd FW Commander

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months of experience which equipped the applicant with the specialized experience to successfully perform the duties of the position, such as: experience which demonstrates the applicant's ability to read, analyze and translate higher headquarters' policies and objectives into an effective program at the local level. Experience in obtaining and exchanging information, explaining established policies, procedures and regulatory requirements; organizing and developing clear and meaningful written communication. Experience in initiating and conducting studies using management theories, techniques and methodologies for application to problems relating to ongoing programs.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must be in a field directly related to the position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related course.

DUTIES AND RESPONSIBILITIES-POSITION DESCRIPTION D1622000: Serves as advisor to commanders on assigned unit human resources (HR) programs. Plans, directs, controls and provides advisory services on all aspects of the Career Enhancement program for both Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians and potential members. Plans, directs and controls all aspects of the Customer Service Program. Plans, directs and controls all aspects of the human resources employment

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program. Responsible for the development of internal policies and procedures governing administration of Personnel Employment programs. Plans, directs, and controls all aspects of the Relocation Program for all members. Develops wing readiness plans for the administration of contingencies and mobilizations. Manages contingencies and exercise deployments. Manage Deployments Systems. Responsible for the Military Support Flight Commander for the Personnel Support for Contingency Operations (PERSCO) portion of the Status of Resources and Training Systems (SORTS) Report. Serves as Classified Control Officer responsible for safeguarding and proper destruction of classified material IAW AF instructions, higher headquarters and local guidance.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VA 23824-6316, TO ARRIVE IN THE HUMAN RESOURCE OFFICE BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434)298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS, OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/VirginiaGuard/>.

TPVA 10-175

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THOMAS L. MORGAN III
COL, GS, VaARNG
J1, Director of Manpower and Personnel